

Sandoval County Board of County Commissioners

Agenda Item Summary

AGENDA ITEM # 10-2-14.9

1. REQUESTED MOTION

ACTION REQUESTED:

Adopt Resolution No. 10-2-14.9 Authorizing and Establishing a New Fee Schedule and Rental Agreement for Use of the El Zocalo Event Center and Repeal Resolution No. 8-7-08.10A

WHY ACTION IS NECESSARY (Summary):

The initial prices for renting the Event Center were adopted in 2008 along with the rental agreement. Operational costs as well as Event Center comparables have increased in the last 6 years. This resolution allows for annual evaluation of the price to reflect market conditions and offset the cost of operations. Changes in the rental agreement are necessary to improve the language with regards to the use of the facility. (continued on next page)

2. REQUESTOR

COMMISSIONER SPONSORED: ☐ YES ☒ NO

DISTRICT: ☐ DISTRICT 1 ☐ DISTRICT 4
☐ DISTRICT 2 ☐ DISTRICT 5
☐ DISTRICT 3

DIRECTOR / ELECTED: Dianne Maes

DIVISION: County Business Development

ELECTED OFFICE:

ATTACHMENTS: ☒ YES ☐ NO

3. MEETING DATE

October 2, 2014

4. AGENDA (To be completed by County Manager)

- ☐ PROCLAMATION
- ☐ PRESENTATION
- ☐ CONSENT
- ☒ REGULAR
- ☐ APPEAL

5. RECOMMENDATIONS

Recommend Board of County Commission approval.

6. FISCAL IMPACT

N/A

7. RECOMMENDED APPROVAL (Initials & Date)

Department Director/Elected Official	Human Resources	Purchasing	Attorney As to Form ND	Finance Budget	County Manager PPR	Other
DM 9/17/14	_____	_____	ND 9/24/14	_____	PPR 9/24/14	_____

8. COMMISSION ACTION

☐ Approved ☐ Denied ☐ Deferred ☐ Other

WHY ACTION IS NECESSARY (Summary) continued:

The Wedding Report (<http://www.theweddingreport.com/>) is a nationwide tool utilized to analyze markets around the country. Data is collected on 55 products utilized for weddings and services. Information within the report was utilized to determine the average cost for the Event Center rental based on their methodology. It was determined that this would be the best source to rely on due to the fact that every wedding location is different in the 25-50 mile radius of the Event Center. Event center prices are difficult to obtain when it comes to comparing exactly the same amenities. Some of the venues include catering, overnight stays, and other amenities.

The Event Center's prices will be increased, but even at its highest price (13 hours for \$2,000), it falls well below the metropolitan average for event rentals which is \$3,342 for 2014.

Changes made to the rental agreement reflect updates to the language to improve communication between El Zocalo staff and the client renting the facility.



SANDOVAL COUNTY
Resolution No. 10-2-14.9

**A Resolution Authorizing and Establishing a New Fee Schedule and Rental Agreement
for Use of the El Zócalo Event Center and Repealing Resolution No.8-7-08.10A**

WHEREAS, the Event Center is located on Main Street Bernalillo and listed on the National Register of Historic Places and established initial fees for use of the Event Center in 2008; and

WHEREAS, the El Zócalo Complex project has been designated for Community and Economic Development initiatives; and

WHEREAS, the County has invested significantly in historic preservation improvements, operating costs to manage the Event Center/ El Zocalo property with the intent of the site becoming self-sustaining by generating revenues to fund operating costs and future improvements; and

WHEREAS, the current fees and rental agreement were established and passed by Resolution in 2008, however, fees were reevaluated based on event fees charged in the Albuquerque metropolitan area and reevaluated the rental agreement.

NOW THEREFORE BE IT RESOLVED that the Sandoval County Board of County Commissioners encourages use of the Event Center/ El Zócalo property as a economic development effort and recognizes the facility's future success requires an evaluation of prices annually to offset the costs of operations and to continue the collection of revenues in return for its use, and hereby authorizes the County Manager to review and adjust the fee schedule annually; and

BE IT FURTHER RESOLVED that the Board of County Commissioners approves the attached "Rental Agreement" for the Event Center.

APPROVED AND ADOPTED by the governing body this 2nd day of October, 2014.

**BOARD OF COUNTY COMMISSIONERS
OF SANDOVAL COUNTY**

Darryl Madalena, Chairman

Orlando Lucero, Vice Chairman

Nora Scherzinger, Member

Don Chapman, Member

Glenn Walters, Member

ATTEST:

Eileen Garbagni, County Clerk

APPROVED AS TO FORM:

Patrick Trujillo, County Attorney



Event Center Rental Agreement

<i>Name:</i>	<i>Event :</i>	<i>Event Date;</i>
<i>Mailing Address:</i>	<i>Telephone #</i>	<i>Alt Telephone #</i>
<i>City, St, Zip:</i>	<i>E-Mail:</i>	<i># of Guests:</i>

<i>How did you hear about / find us?</i>
--

Venue

<i>Date:</i>	<i>Event Description:</i>	<i>Start Time:</i>	<i>End Time:</i>	<i>Rental Fee:</i>
<i>Bride's Name:</i>	<i>Groom's Name:</i>	<i>Contact Person Day of Event:</i>	<i>Contact Telephone #:</i>	

Use of Facilities

General Limitations

1. Hours: Each event will be approved for specific hours. It is the responsibility of the tenant to cooperate with Event Center staff and security in maintaining this schedule.
2. Non-compliance with event center policy and procedures: the Event Center reserves the right to deny the use or the continued use of its facilities to any person or organization not complying with Event Center policy and procedures.
3. The Tenant is required to observe regulations concerning smoking, eating, drinking and clean-up of meeting spaces and is responsible for all party members.
4. No event will be scheduled on the event calendar until the "Use Agreement" is signed by the person or organization requesting rental space and also signed by the Event Specialist.



5. No events will be scheduled that will charge admission. An exception may be granted to those non profit (501c3) organizations conducting fund raising events that in return provide a service to a Sandoval County community and that have received prior authorization to do so.
6. Liability: By signing the "Use Agreement" form, the Tenant shall indemnify and hold harmless Sandoval County and Event Center, their agents and employees, against any and all damages, claims, or other liability due to personal injury or death, or damages to the property of others, arising out of its use of the Event Center.
7. All events require proof of insurance as follows: User must maintain General Liability insurance coverage in the amount of \$1,000,000.00 per occurrence with Event Center as Additional Insured on the policy. Event insurance can be self-provided or you can purchase it from a third party vendor. A copy of the insurance certificate must be provided to Event Center at least fourteen (14) days prior to the scheduled event.
8. Civil rights: it is Event Center policy that the use of the facilities should be consistent with the objectives of Title VI of the Civil Rights Act of 1964. Facilities shall not be made available to any organization that practices discrimination based on race, creed, color, sex, national origin, age or condition of handicap.
9. Right to Refuse Service: Event Center Staff reserves the right to deny any event, activity or equipment in its sole and absolute discretion. Additionally, Event Center Staff reserves the right, in its sole and absolute discretion, to deny any guest of the Tenant access to the event center.

I have reviewed and agree to the terms under General Limitations (1. through 9).

Date: _____ Signature: _____

Fees and Security

10. Charges will be assessed resulting in extended use, damage, abuse, or for using services beyond those approved in advance. Extended use charges include any time for management, maintenance, and security beyond that included in the agreement, including set-up, takedown, and leaving of the rental space later than scheduled. In the event the Tenants fail to satisfactorily vacate the facility by the end time agreed to, the Tenant agrees to pay the Event Center at \$100.00 an hour for the number of hours worked by Event Center staff, with a minimum charge of 1 hour. The Tenant must accept full responsibility for such additional obligations and their settlement.
11. A \$500.00 damage deposit will be required for weddings. A \$300.00 damage deposit will be required for social and all day events. The deposit, less payment for damage done beyond normal wear and tear, will be refunded within (30) days.
12. Tenants assume all responsibility in cleaning the facility after use. In the event the Tenants fail to satisfactorily clean the facility, the Tenant agrees to reimburse the Event Center for cost of



cleaning at \$100.00 an hour for the number of hours worked by Event Center staff, with a minimum charge of 2 hours.

13. If the Event Center, in its sole discretion, determines that additional supervision, security or equipment (i.e. portable restrooms) is needed for any event, the Tenant shall provide extra personnel or equipment, at which the expense shall be borne solely by the Tenant.
14. Security is required for all events with alcohol. Additionally, some non alcoholic events will require Security at the discretion of Event Center staff. Security plans will be made by Event Center staff and a mandatory security fee will be imposed. Two Security Officers will be contracted from the time alcohol starts serving, until the end of the event.

I have reviewed and agree to the terms under Fees & Security (10. Through 14).

Date: _____ Signature: _____

Facilities Policy and Procedures

15. NO REFUNDS will be made for rental fees requested within 60 days prior to the event date. One half of the full rental amount deposit is required with submission of completed "Use Agreement." Balance of rental fee is due no later than fourteen (14) days prior to event. You will not be billed for the rental fees; this is your responsibility. If the balance is not received fourteen (14) days prior to event, the event will be removed from the schedule.
Balance Due Date: _____
16. Form of payments; Checks, Money Orders, Cashier checks and Credit Cards are the only forms of payment that are accepted.
17. Sound levels must remain in compliance with Town of Bernalillo Ordinance. Sound levels must not exceed 50DbA after (10:00pm).
18. The Kitchen is a warming kitchen only; therefore, no food may be prepared at the Event Center. Caterers are responsible for all service dishes. The Event Center will not collect or store these items. Tablecloths and other rented items are the responsibility of the Tenant.
19. No smoking in Event Center building or in the Courtyard. Smoking is only permitted in designated areas outside and away from the building.
20. Do not serve or display food or drinks on bancos.
21. No confetti, rice or birdseed. Flower petals are permitted. Do not put any decoration in or on our fountains. Piñatas for decoration use only. Please do not dispose the sand from luminaria bags and/or any other foreign substance on the property's landscape including the parking lot.
22. No decorations, lights or candles may be hung from ceiling.



23. No nails, tape or staples may be used to hang decorations on the adobe walls. Remove all nails, staples, thumbtacks, etc. from the wooden beams in the courtyard if you use them to hang decorations.
24. The Tenant will be expected to remove all materials prior to the opening of the El Zocalo Visitor Center on the day following event. Any exception to this guideline must be approved by the Event Center staff.
25. The Event Center shall review and approve floor plans, media plans and printed material prior to printing and publishing.
26. Alcohol: The Event Center has a private contractor, which exclusively provides all alcohol beverage services for all events that take place on the grounds. Alcohol is not permitted to be taken out of the event center through ANY door and the Security Officers will patrol both the grounds and buildings to control any violation to the County's alcohol license. **Absolutely** no other alcohol may be dispensed, consumed or brought on to Event Center property. If outside alcohol is brought onto the Event Center property, the alcohol will be confiscated and the Tenant will NOT get it back at the end of the event. If additional alcohol is found after the first occurrence, the event will be shut down, and the Tenant will **NOT** receive a refund or credit.
27. Only the (west) double doors will be kept open during an event for anyone to step outside of the event center. The other doors in the Event Center are Emergency Exits only.
28. The Event Center is not responsible for items belonging to the Tenant that are not picked up at the end of their event. The Tenant is responsible for removing their entire event's items (including decorations, linens, programs and trash) by the end time on the Use Agreement. Any maintenance issue should be reported to the Event Staff, at which time they will work to solve issues in a timely manner.
29. Children are not allowed to climb on the interior bancos, or the ledges, walls or fire place in the courtyard.

I have reviewed and agree to the terms under Policies and Procedures (16. through 30).

Date: _____ **Signature:** _____

Tenants Signature

Date

Signature of the Designee of  THE MEETING PLACE

Date





Name: _____

Balance due date: _____

(due fourteen (14) days before the event)

Event: _____ Date _____ Time _____ to _____

Check List

Signed Contract			
Layout			
Alcohol & Serving Times			

Estimate Cost

Rental Fee			\$
Deposit (returned within 30 days)	<i>Required</i>		\$
Set up / Teardown			\$
Security			\$
Event Insurance			
Other _____			
Total			

Payments

Date	Amt	Balance

*The above information is an estimate only until all details are finalized. Please note the bar costs (The Range Cafe) are not included in this estimate. These details will be determined prior to the event by contacting the Range Cafe 505-867-1700. Table coverings will always be provided by the Tenant. In the event the tenant fails to satisfactorily clean the facility, the Tenant agrees to a cost of clearing of \$100.00 per hour a minimum charge of two hours.



**Package #1:*****Wedding Rehearsal - Wedding Ceremony - Wedding Reception or Other Celebrations******March – October******November - February*****\$2,000.00****\$1,500****13 Hours*****Between the hours or 8:00 AM - 11:00PM*****Services/Items Included:*****2 hours of Rehearsal – Between the hours of 8:00AM – 5:00PM (Monday – Friday)******Rental of the Max Capacity (175) Chairs & Tables******Set up of Chairs and Tables******Tear down of Chairs & Tables******Changing Area********Plus 3 Accessories***

Package #2:***Wedding Ceremony - Reception or Other Celebrations*****10 hours*****March – October******November - February*****\$1,800.00****\$1,300.00*****Between the hours or 8:00 AM - 11:00PM*****Services/Items Included:*****Rental of the Max Capacity (175) Chairs & Tables******Set up of Chairs and Tables******Tear down of Chairs & Tables********Plus 2 Accessories***

Package #3:***Weddings or Other Celebrations*****6 Hours*****March – October******November - February*****\$1,600.00****\$1,100.00*****Between the hours or 8:00 AM - 11:00PM*****Services/Items Included:*****Rental of the Max Capacity (175) Chairs & Tables******Set up of Chairs and Tables******Tear down of Chairs & Tables******** Plus 1 accessory***



Package #4:
Ceremony Only
4 Hours of Facility Use

March – October	November - February
\$675.00	\$325.00
(Indoor/Outdoor – 175 chair capacity)	(Indoor Only – 100 chair capacity)

Services/Items Included:
Rental of the Max Capacity (175) Chairs
Set up & Tear down of Chairs

Package #5:
Business Meeting Package:

Monday-Friday between the hours of 9:00 AM – 4:00 PM
\$50.00 an hour plus rental of tables and/or chairs

Services/Items Included:
Large Coffee Pot
AV/Projector

Additional costs not included in some packages

Plaza Rental - \$200.00
Rehearsal (Minimum 2 Hours) - \$200.00
Additional Tear Down/Set Up - \$225.00
Arbor - \$45.00
AV/Projector - \$50.00
Beverage Jugs - \$15.00 Each
Beverage Buckets - \$20.00 Each
Large Coffee Pot - \$20.00
Three Tier Tray - \$10.00

Additional cost not included

Damage Deposits:
 Weddings - \$500.00
 Other Events - \$300.00

Security for 6 hours (Blackstone) - \$275.00



Event Insurance (Tulip) - \$135.00

Alcohol Service: Any alcohol services must be contracted with the Range Café.

**The above information is an estimate only until all details are finalized. Please note the bar costs (The Range Cafe) are not included in this estimate. These details will be determined prior to the event by contacting the Range Cafe 505-867-1700.*

Maximum occupancy 175 (including courtyard)

Promotional Packages:

The Event Center staff has the discretion to offer a 15% discount at wedding shows to couples who book their wedding one year in advance.

The Event Center staff has the discretion to partner with restaurants and wedding vendors to promote packages that will market and attract business to the event center.



The Wedding Report Methodology

Collection of Data

The Wedding Statistics provided on this site are collected and aggregated from different sources. The primary source for number of weddings comes from Federal, State and local governments. The primary source of wedding cost and other fact data comes from proprietary surveys to pre-wedding couples and post-wedding couples. All survey data is collected from random anonymous participants in electronic form. In some surveys we may use certain wedding entities. In that case, it would be specifically mentioned in the methodology of the final report.

Over 200,000 survey samples have been collected since 2005. The most current cost calculations are derived from 3,700 surveys samples collected in 2013. We also use data from the CDC, Census Bureau, Department of Labor, Bureau of Economic Analysis (BEA), COLI, GeoLytics, Inc. and Easy Analytic Software, Inc., as part of the estimating and forecasting process.

Sample Distribution and Size

A key principle in market research is sample diversity. Without a diverse sample you end up with biased or unbalanced results. This is the main reason we collect samples from pre-wedding couples, post-wedding couples, and wedding businesses. We also go to great effort to make sure our samples are geographically and demographically diverse. Geographical distribution is typically 1-3% from large population areas and .5-1% from medium to small population areas. Demographic distribution includes multiple ethnicities, education levels, occupation types, income levels, first, second, and third plus marriages, and ages 16 plus.

While 5,000 or even 25,000 samples sounds impressive, the reality is that a sample size over 400 for the wedding population doesn't bring much more than the ability to segment data. We collect as many samples as possible so we can segment and build estimating and forecasting models for geographical areas. SurveyGizmo has an excellent write up [explaining sample size](#) if you are not familiar with its true meaning.

Estimating and Forecasting

Our estimating and forecasting models attempt to account for weddings that travel into a market and weddings that originate from a market. We also take into account the economic and social factors of each market. We do not take into account current natural disasters.

Number of Weddings

The foundation for number of weddings is derived from wedding licenses registered at the US and State level. US and State level numbers are actuals published by the CDC or State. All other markets use proprietary models to arrive at estimates and forecasts.

The reason we estimate below the state level is that no source has actual numbers at Metropolitan, County, or Zip Code levels. Even if a marriage license is issued at the County Recorder's Office or local Clerk the couple can marry anywhere within the State making any numbers provided by a County inaccurate. Only State level numbers are the accurate account of weddings in that State.

Spending (Wedding Cost)

We currently collect data on 55 products and services in 10 categories. This data is collected through random anonymous surveys to pre-wedding couples and post-wedding couples all over the United States. We then use proprietary models that combine local demographic data, local economic data, and local survey samples to estimate spending and demand for each item, for each market, except for US level numbers.

We take a bottom up approach to "Average Wedding Cost." The total "Average Cost" is calculated using "Weighted Demand Average (WDA)," which is; average spent times demand equals the weighted demand average. Sum of weighted demand average for all items equals the average wedding cost. Using WDA instead of a summed average gives a better calculation, because it takes into account all items that couples may or may not purchase.

Sandoval County, New Mexico

RESOLUTION NO. 8-7-08.10A

A Resolution establishing fees for use of the El Zócalo Historic Convent Event Center

WHEREAS, the Sandoval County Historic Convent is located on Main Street Bernalillo and listed on the National Register of Historic Places and, has been renovated and mastered planned as a Event Center and;

WHEREAS, the El Zócalo Economic Development Complex project has been designed for year-around use and as an impetus for economic development; and

WHEREAS, the County has invested significantly in historic preservation improvements, operating costs and additional personnel to manage the Event Center/ El Zocalo property with the intent of the site becoming self-sustaining by generating revenues to fund operating costs and future improvements; and

WHEREAS, the County has conducted due-diligence of comparable facilities with fee schedules and rental rates that will offer fair minimum rental rates for private entities, non-profits and County-sanctioned events that use the Event Center facilities and, also, offer sustainability for the El Zócalo property; and

NOW, THEREFORE, BE IT RESOLVED that the Sandoval County Commission encourages use of the Event Center/ El Zócalo property as a economic development effort and recognizes the facility's future success requires associated revenues; and

BE IT FURTHER RESOLVED that the Sandoval County Commission establishes the attached as "Rental Agreement", usage and fees for the El Zócalo Historic Convent Event Center.

DONE AT BERNALILLO, NEW MEXICO, COUNTY OF SANDOVAL, THIS 7th DAY OF August, 2008.

BOARD OF COMMISSIONERS OF SANDOVAL

ATTEST:

Sally Padilla, County Clerk

Joshua Madelena, Chairman

APPROVED AS TO FORM:

David Bency, Vice-Chairman

David Mathews, County Attorney

Jack E. Thomas, Member

Don Leonard, Member

Orlando Lucero, Member



SANDOVAL COUNTY
El Zócalo HISTORIC CONVENT EVENT CENTER
264 S. Camino Del Pueblo
Bernalillo, NM 87004

Rental Information
And
Agreement

For more Information Contact: Gilbert A. Gallegos, Event Specialist
Sandoval County Visitor Information Center
505/ 867-8687
Email: Ggallegos@sandovalcountynm.gov

USE AGREEMENT

The El Zócalo Event Center contains designated areas which may be used for programs, meetings and events on a space available basis.

USE OF FACILITIES

1. General Limitations

- a) Hours: Each event will be approved for specific hours. It is the responsibility of the user to cooperate with Event Center staff and security in maintaining this schedule.
- b) Non-compliance with event center policy and procedures: the event center reserves the right to deny the use or the continued use of its facilities to any person or organization not complying with Event Center policy and procedures.
- c) Sale and handling of liquor: Temporary Dispenser's permit must be obtained prior to event which shall require professional security within a designated area only.
- d) The participating group is required to observe regulations concerning smoking, eating, drinking and clean-up of meeting spaces.
- e) No event will be scheduled on the event center calendar until the "Rental Agreement" is signed by the person or organization requesting rental space and also signed by the Executive Administrator.
- f) No events will be scheduled that will charge admission except for non-profit (501c3) organizations conducting fund raising events.
- g) Liability: each non-county organization, by signing a form "Rental Agreement," shall indemnify and hold harmless Sandoval County and the El Zócalo Event Center, their agents and employees, against any and all damages, claims, or other liability due to personal injury or death, or damage to the property of others, arising out of its use of the event center. Caterers must provide evidence of commercial liability coverage and property damage. Policy must be in the amount of \$1,000,000 combined single limit D=General Liability; if alcohol is to be served, \$1,000,000 Liquor Law Liability insurance must be provided (each occurrence), including but not limited to dram shop coverage. All insurance must name Sandoval County as additional insured.
- h) Civil rights: it is event center policy that the use of the facilities should be consistent with the objectives of Title VI of the Civil Rights Act of 1964. Facilities shall not be made available to any organization that practices discrimination based on race, creed, color, sex, National origin, age or condition of handicap.

2. Fees and Security

- a.) Charges for outside groups. Outside groups are required to pay a service charge for using facilities. Additional charges will be assessed resulting in extended use, damage, abuse, or for using services beyond those approved in advance. Extended use charges include any time for management, maintenance, and security beyond that included in the agreement, including set-up, takedown, and leaving of the rental party later than scheduled. The user must accept full responsibility for such additional obligations and their settlement.
- b.) Space will be provided to organizations in accordance with fee schedules approved by the County. Fee schedules may be obtained from event center administration. The County Manager or designee may waive a portion of fees depending on specific instances.
- c.) A \$500.00 damage deposit will be required for weddings. A \$300.00 damage deposit will be required for social and all day events. The deposit, less payment for damage done beyond normal wear and tear, will be refunded within (30) days.
- d.) Users assume all responsibility in cleaning the facility after use. In the event the Users fail to satisfactory clean the facility, user agrees to reimburse the Event Center for cost of cleaning at \$100.00 an hour for the number of hours worked by Event Center staff, with a minimum charge of 2 hours.
- e.) If the Event Center, in its sole discretion, determines that additional supervision is needed for any activity, the renter shall provide extra personnel for supervision, which expense shall be borne solely by user.
- f.) Security may be required for the scheduled activity. If security is required, the security plans must be approved by the Event Center Administrator.

3. Facilities Policy and Procedures

- a. No refunds will be made for rental fees or deposits. One half of the full rental amount deposit is required with submission of completed worksheet and signed agreement. Balance of rental fee is due no later than 14 days prior to event. You will not be billed for the rental fees; this is your responsibility. If the balance is not received 14 days prior to event, the event will be removed from the schedule.

- b. Sound levels must be held in compliance with Town of Bernalillo Ordinance (10:30pm).
- c. Food and drink are allowed in reception areas only. Caterers are responsible for all service dishes. The event center will not collect or store these items. Tablecloths and other rented items are the responsibility of the person/organization renting.
- d. No confetti, rice or birdseed. Flower petals are permitted in outdoor, courtyard areas only.
- e. No smoking in Event Center building, smoking is only permitted in designated areas.
- f. No decorations, lights or candles may be hung from ceiling or courtyard portal.
- g. No nails, tape or staples may be used to hang decorations on walls, chairs & tables.
- h. User will be expected to remove all materials prior to the opening of the Sandoval County Visitor Center on the day following event. Any exception to this guideline must be approved by the Administrator.
- i. The Event Center shall review and approve floor plans and printed material prior to printing.
- j. Proper Special Dispenser Permit shall be posted in accordance with New Mexico Law at each event. No Liquor may be served if the license is not posted. Food preparation will be limited to warming and final assembly. Insurance in the amount of \$1,000,000 each occurrence (liquor Law Liability) must be obtained should alcoholic beverages be served. Caterers must provide evidence of comprehensive general insurance with extended liability and property damage coverage. Policy must be in the amount of \$1,000,000 combined single limit general liability. All insurance must name Sandoval County, its employees and affiliates, as additional insured's. Proof of insurance must be provided before event.
- k. The Event Center is not responsible for items belonging to user that is not picked up at the end of their event. User is responsible for removing all of their event's items (including decorations, linens, programs, etc.) before opening of the visitor center on the day following event.

SANDOVAL COUNTY
El Zócalo Historic Convent Event Center
264 S. Camino Del Pueblo
Bernalillo, NM 87004

Fee Schedule:

Program	Duration	Number Allowed	Price
Monday – Friday 8 a.m. – 5 p.m.	Minimum of 4 Hours		\$200.00 \$50.00 Additional Hr.
Monday – Thursday 5 p.m. – 11 p.m.	Minimum of 4 Hours		\$400.00 \$100.00 Additional Hr.
Saturday – Sunday 8 a.m. – 5 p.m.	Minimum of 4 Hours		\$400.00 \$100.00 Additional Hr.
Friday – Sunday 5 p.m. – 11 p.m.	Minimum of 4 Hours		\$600.00 \$150.00 Additional Hr.
Wedding Reception 8 a.m. – 11 p.m.	N/A	175	\$1500.00

Non profit institutions and County sanctioned events may receive a 25% discount on rental rates. Non-profit institutions holding fund raising events will pay full rental rate. Prices are subject to change.

Maximum occupancy 175.

For more information contact: Gilbert A. Gallegos, Tourism/ Event Specialist
Sandoval County Visitor Information Center
505/ 867-8687
Email: Ggallegos@sandovalcountynm.gov

SANDOVAL COUNTY
EL Zócalo HISTORIC CONVENT EVENT CENTER
RENTAL AGREEMENT

This Rental Agreement is entered into this ____ day of _____ 2008, between the **El Zócalo Historic Convent Event Center** and _____ the User.

The User agrees to the terms and conditions as set forth in this Agreement. The rental shall be (date) _____ from (hours of event) _____ with the intent to hold (type of event) _____ in the total amount of _____.

Responsible/ Contact Person: _____

Date: _____

Mailing Address: _____

Home Phone Number: _____

Office Phone Number: _____

Cell Phone Number: _____

Email Address: _____

I, _____ acknowledge that I have read the Use Agreement and Rental Agreement and will comply with the terms set forth above.

User

Date

Donna Wylie, Executive Administrator

OFFICE USE ONLY

Rental Fee: _____

Deposit Amt: _____

Receipt No: _____

Cash ____ Check # ____